

REQUEST FOR PROPSAL
US ARMY CORPS OF ENGINEERS MIDDLE EAST DISTRICT
EGYPT AREA OFFICE
VEHICLE SERVICES

PART 1: General Information:

1. General: This is a supply service contract to provide ground transportation (vehicles) for U.S. Army Corps of Engineers (USACE), Transatlantic Division, Middle East District, Egypt field personnel, transportation to several work sites primarily within Cairo such as; Cairo-Alexandria road(Cairo West AB), Cairo- Suez road (Katamya AB) and occasionally throughout Egypt .

1.1 Background: The intent is to provide vehicles for USACE employees to project sites.

1.2 Objectives: Corps of Engineers requires the contractor to provide vehicles and, as required, licensing, inspections, and all items required to provide legal and safe vehicles.

1.3 Scope: The Contractor shall provide and furnish all vehicles, and maintenance management required to provide safe and legal vehicles .

1.4 Period of Performance: The performance period is for six months.

1.5. Quality: The contractor shall certify in writing that all vehicles meet the requirements of local laws, and are covered by a comprehensive insurance plan. Vehicles shall be current year model or no more than two years old.

1.5.1 Contractor Identification: Contractor will provide a formal letter to identify his/her personnel or wear a contractor identification card at all times.

1.5.2 Safety: The Contractor shall ensure all vehicles are in a safe and operational condition:

- An inspection is performed on all vehicles and equipment before placing them in service.
- Repairs required as a result of a collision; regardless of who is at fault or what collided with the vehicle.
- Replace damaged, worn out, or malfunctioning vehicle.
- Perform unscheduled maintenance when necessary.
- Maintenance that is not scheduled but is required to correct deficiencies and to restore the vehicle or equipment to a serviceable condition.
- Upon proper notification, the Contractor will recover disabled vehicles. This service shall be available 24 hours a day, seven days a week including holidays.

1.5.3.1 Accident/Malfunction Notification: Upon notification of the contractor for accident or malfunction, replacement are expected within two to three hours depending on location of the

vehicle . The Contractor shall maintain an adequate tracking system which includes project and activity man-hours/headcount, kilometers in/out, gas mileage.

PART 2: Contractor Services

2.1 Base Contract: All vehicles provided under this contract shall be ready & available by 0700am on the first day of the contract.

2.2 General Employee Qualifications: Contractor employees shall be well groomed, neat in appearance, clean and well dressed. All contractor personnel meet the security background(finger print) check imposed by the host country . USG reserves the right to replace any drivers that have displayed unprofessional conduct, taking into consideration that contractor must provide suitable replacement 24 hours form notification.

PART 3 - SPECIFIC TASKS

3.1.1 Vehicle requirements: Total required vehicles are 9 vehicles and 7 drivers. If the projects' completion date ended before the one year the number of vehicles and drivers may decrease depending on workload.

3.1.2 The vehicles will be assigned to the US Army Corps of Engineers and all employees can drive the vehicles.

3.1.3 Each vehicle is expected to be used up to annually for 40,000.00Km(20,000 KM/six months)/semi annually for 20,000KM(1650Km)

3.1.4 Annual and Semi annual base rate shall be listed in categories; with and without drivers.

3.1.5 The basic requirements for driver services are up to 12hrs per day, five days a week, any delay from the drivers is the responsibility of the contractor.

3.1.6 Annual or Semi annual rate shall include fuel charges.

3.1.7 It is the contractor's responsibility to process base access permit to all required sites that require it. Replacement vehicles should also have base permits, for both vehicles and drivers.

3.1.8 Vehicles shall be new or in like new (Model year should be current year or no more than two years old).

3.1.9 Vehicles size shall not be smaller than Med size sedan(5 passengers with a cargo up to 3 suitcases), such as: Toyota Corolla or similar. All vehicles shall have Automatic Transmission. Vehicles shall be smoke free.

3.1.10 Garage at Nasr City for four vehicles.

3.1.11 The contractor shall perform both scheduled and unscheduled maintenance on their own time and at their cost.

3.1.12 It should be the contractor's responsibility to provide clean and maintained vehicle. They shall provide a replacement of equal or better vehicle before they take the vehicle to perform any maintenance. The cars shall be cleaned daily without interruption in service. Contractor is responsible for arranging this work without asking USG employees to either drive their vehicles somewhere or delays their work schedule.

3.1.13 Contractor-provided vehicle shall have the following salient characteristics:

- All shall have Automatic Transmission
- Driver and passenger side view mirrors
- Seat belts for all passengers
- Front driver and passenger air bags as a minimum
- Fire extinguisher
- First aid kit
- Warning triangle
- Inflated standard spare tire
- Spare keys with remote

3.1.15 Contractor employees are not allowed to smoke in the vehicles.

3.1.16 The Contractor shall coordinate directly with the Corps of Engineers POC to resolve complaints and disputes about the vehicles. Vehicles assignments and trips are under Corps of Engineers supervision.